

**Subject:** Re: EFT/ACH transfer  
**From:** Tara Devine <tara@venicebeachbid.com>  
**Date:** 12/13/2017 11:07 AM  
**To:** Rita Moreno <rita.moreno@lacity.org>

Thank you very much!

On Wed, Dec 13, 2017 at 10:52 AM, Rita Moreno <[rita.moreno@lacity.org](mailto:rita.moreno@lacity.org)> wrote:

Tara,  
I'm checking on it and will let you know.  
Rita

On Mon, Dec 11, 2017 at 6:33 PM, Tara Devine <[tara@venicebeachbid.com](mailto:tara@venicebeachbid.com)> wrote:

I wanted to follow up to see:

- 1) if the ACH/EFT transfer setup is now complete
- 2) if any 2018 revenues are available for invoicing (I haven't seen an Assessment Revenues Available Report, and am unsure of the timing of its issuance)

Thanks!

On Tue, Oct 17, 2017 at 7:01 PM, Tara Devine <[tara@venicebeachbid.com](mailto:tara@venicebeachbid.com)> wrote:

Great, thanks for the update. I'll check back in a few weeks.

On Oct 17, 2017 11:28 AM, "Rita Moreno" <[rita.moreno@lacity.org](mailto:rita.moreno@lacity.org)> wrote:

Tara,

The EFT has not yet been set up. Accounting is working on it now.

Rita

On Mon, Oct 16, 2017 at 9:22 PM, Tara Devine <[tara@venicebeachbid.com](mailto:tara@venicebeachbid.com)> wrote:

I just wanted to follow up and see if this setup has been completed.  
Thanks!

On Thu, Sep 21, 2017 at 9:21 AM, Tara Devine <[tara@venicebeachbid.com](mailto:tara@venicebeachbid.com)> wrote:

I happen to be coming in for a 3pm meeting today, so I plan to drop those off in person. Thanks!

On Sep 21, 2017 7:57 AM, "Rita Moreno" <[rita.moreno@lacity.org](mailto:rita.moreno@lacity.org)>

wrote:

Thank you, Tara. As I mentioned, we do need the original hard copy together with a voided check. As soon as I receive them, I will submit for processing.

On Wed, Sep 20, 2017 at 6:29 PM, Tara Devine <[tara@venicebeachbid.com](mailto:tara@venicebeachbid.com)> wrote:

Thank you, Rita, for identifying that. I have very complete files, but couldn't locate a vendor #. If you email it to me when you identify it, I'll add it to my files so I have it for the future -- in case it's needed again.

The first attachment is the executed form. I am authorized to execute this form on behalf of VBPOA. Our Board President, Mark Sokol, and Treasurer, Steve Heumann, are cc'd here as you suggested.

The second attachment is from our bank. They asked me to furnish it to anyone who is ever doing an ACH transfer to us. It's mostly duplicative to the City form, but kindly attach it to the form as it does contain a little extra information that might be important (please see the highlighted line.)

Thank you very much. Please let me know if you need anything else to process this.

On Wed, Sep 20, 2017 at 5:16 PM, Rita Moreno <[rita.moreno@lacity.org](mailto:rita.moreno@lacity.org)> wrote:

I'm not sure what your City of L.A. vendor number is, but attached is the W-9 and BTRC you submitted. Leave the L.A. vendor number blank and I'll figure it out.

On Wed, Sep 20, 2017 at 3:55 PM, Tara Devine <[tara@venicebeachbid.com](mailto:tara@venicebeachbid.com)> wrote:

Thank you. I will send it shortly as you requested. I've combed our docs, but am having trouble locating our vendor #. (I have our contract # but I doubt it is the same.) If you provide it, I will add it to our files.

On Wed, Sep 20, 2017 at 1:43 PM, Rita Moreno <[rita.moreno@lacity.org](mailto:rita.moreno@lacity.org)> wrote:

Hi Tara,

If you want to sign for the BID, after completing the form, please send it to me electronically letting me know that the original hard copy will be sent via USPS or dropped off or whatever and together with a voided check, and copy

the president / chair of the board and the treasurer.

I will keep the email as proof of authority to set up the EFT.

Thanks.

Rita

On Tue, Sep 19, 2017 at 5:21 PM, Tara Devine <[tara@venicebeachbid.com](mailto:tara@venicebeachbid.com)> wrote:

Thanks!

On Sep 19, 2017 5:20 PM, "Rita Moreno" <[rita.moreno@lacity.org](mailto:rita.moreno@lacity.org)> wrote:

I think it might have to be the authorized signatories as stipulated in the contract. I'll confirm with Accounting tomorrow.

On Tue, Sep 19, 2017 at 5:17 PM, Tara Devine <[tara@venicebeachbid.com](mailto:tara@venicebeachbid.com)> wrote:

I am also authorized to do this from our bank's perspective if that is relevant.

On Sep 19, 2017 5:16 PM, "Tara Devine" <[tara@venicebeachbid.com](mailto:tara@venicebeachbid.com)> wrote:

Thanks - one question.

The form says authorized principal signature. I am authorized from the Board's POV as their official Interim CEO.

Am I authorized from the City's perspective or does it require Board execution?

On Sep 19, 2017 4:14 PM, "Rita Moreno" <[rita.moreno@lacity.org](mailto:rita.moreno@lacity.org)> wrote:

Hi Tara,

Attached is the form you need to complete and return with a voided check. See the instructions included therein.

Rita

On Fri, Sep 15, 2017 at 4:58 PM, Tara Devine

<[tara@venicebeachbid.com](mailto:tara@venicebeachbid.com)> wrote:

Hi, Rita:

I wanted to loop back with you and get the paperwork to set things up so that future Venice Beach BID assessment revenue can be received via EFT transfer rather than check.

Please send me the form(s) and any instructions when you have a chance.

Thanks, and have a great weekend!

Warmest regards,  
Tara

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Rita Moreno  
City of Los Angeles  
Office of the City Clerk  
Neighborhood and Business Improvement District  
Division  
[200 N. Spring Street, 2nd Floor #237](#)  
[Los Angeles, CA 90012](#)  
[Office \(213\) 978-1122](#)  
Fax [\(213\) 978-1130](#)

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Re: EFT/ACH transfer

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